

	<b>JUSTICE CABINET DEPARTMENT OF JUVENILE JUSTICE POLICY AND PROCEDURES</b>	<b>REFERENCES:</b> <b>505 KAR 1:140</b> <b>3-JDF-3C-02, 03, 04, 05, 06, 07,</b> <b>08, 09, 11; 3E-01, 02, 03, 04, 05</b>
<b>CHAPTER: Detention Services</b>		<b>AUTHORITY: KRS 15A.065</b>
<b>SUBJECT: Discipline and Special Behavior Management</b>		
<b>POLICY NUMBER: DJJ 717</b>		
<b>TOTAL PAGES: 4</b>		
<b>DATE ISSUED: July 15, 2005</b>		<b>EFFECTIVE DATE: 02/03/06</b>
<b>APPROVAL: Bridget Skaggs Brown</b>		<b>, COMMISSIONER</b>

## **I. POLICY**

Discipline shall be administered in a way to create a learning experience for the youth and shall never be of a nature or administered in a way that will degrade or humiliate. Alternatives shall be provided for out-of-control youth who require special behavior management. Special behavior management programs shall be individualized. Corporal punishment; the use of instruments of restraint such as handcuffs and leg irons; personal abuse; personal injury; personal property damage; harassment; and the denial of food, including snacks, shall be prohibited as disciplinary consequences.

## **II. APPLICABILITY**

This policy shall apply to all state-operated detention centers.

## **III. DEFINITIONS**

- A. "Facility Lockdown" means all youth in the Detention Center are placed on Room Restriction.
- B. "Isolation" means a special alternative for residents who require separation from the general population because of physical disruption. This may occur in an intake holding cell or in an isolation cell separate and apart from the housing units.
- C. "Major Rule Violation" means a rule infraction involving a grievous loss and requiring imposition of due process procedures. Major Rule Violations include (1) violations that may result in disciplinary detention or isolation; (2) violations for which punishment may tend to increase a Youthful Offender's sentence or that may result in a forfeiture, such as loss of good-time; and (3) violations that may be referred for criminal prosecution. Major Rule Violations shall include Escape (Reference DJJPP 712), AWOL (Reference DJJPP 712), physical or sexual assault or threat of physical or sexual assault,

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major property destruction, possession of contraband, and chronic program disruption.

- D. “Minor Rule Violation” means a violation of the facility’s rules of conduct that does not require due process and can be resolved without the imposition of serious consequences. Minor infractions do not violate any state or federal statutes and may be resolved informally by reporting staff.
- E. “Room Restriction” means a special alternative for youth who require removal from the regular program because of excessive program disruption, physical disruption or infractions.
- F. “Time Out” means the temporary removal of a youth in order for the youth to be given a chance to regain control of his/her behavior.
- G. “Unit Lockdown” means all youth on a living unit are placed on Room Restriction.

#### **IV. PROCEDURES**

- A. Each Regional Juvenile Detention Center shall develop a written set of disciplinary regulations governing youth major and minor rule violations that provide consequences commensurate with the seriousness of the misbehavior. These regulations shall be approved by the Regional Facilities Administrator, reviewed annually and updated as needed. Youth shall be informed upon admission of facility rules and possible consequences. The rules and possible consequences shall be included in the Resident Handbook for staff and youth to review. Youth shall be required to sign a Statement of Understanding Form.
- B. The Facility Superintendent shall be responsible to insure that all personnel who work with youth receive sufficient training so that they are thoroughly familiar with the rules of conduct, the rationale for the rules, and the consequences available.
- C. The denial of meals and snacks shall **not** be used as a consequence. Restraints or isolation shall **not** be used as a consequence; however, it may be necessary to impose additional consequences to a youth for the behavior requiring isolation or restraint.
- D. The following are examples of acceptable disciplinary interventions or consequences:
  - 1. Verbally redirecting the youth toward a more positive alternative behavior and reinforcing the youth for following those directions.

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2. Informal Reprimand: A verbal warning may be used in response to minor rule infractions without further disciplinary action. The warning shall communicate what the offense was and the expectation, with the understanding that, if repeated, specific disciplinary action may be initiated.
3. Forfeit of Privilege or Privilege Suspension: The curtailment of activity as result of a minor rule infraction for misuse or mistreatment of these privileges, or as a disciplinary action in response to a major rule infraction.
4. Activity Suspension: Staff may exclude a youth from participation in an activity or activities for a period of time depending upon circumstances.
5. Time Out —“Cooling Off Time”  
Reserved for minor misbehavior or a “cooling off” for a specified period of time not to exceed one hour. Prior to going to the room the reason shall be explained to the youth and opportunity provided for the youth to explain the behavior. Staff shall make contact with the youth at least every 15 minutes, depending on the youth’s emotional state. These contacts shall be documented.
6. Room Restriction:  
A special alternative for youth who require removal from the regular program because of excessive program disruption, physical disruption or infractions. Prior to going to the room the reason shall be explained to the youth and opportunity provided for the youth to explain the behavior. Staff shall make contact with the youth at least every 15 minutes, depending on the youth’s emotional state. These contacts shall be documented. A Unit Room Observation Sheet shall be posted on the youth’s door. Room restriction shall not exceed twenty-four (24) hours.
7. Unit Lockdown:  
For the safety and orderly maintenance of the facility, all youth on a specific living unit may be placed on Room Restriction status.
8. Facility Lockdown:  
For the safety and orderly maintenance of the facility, youth in all living units in the detention center may be placed on Room Restriction Status.
9. Isolation:
  - a. A special alternative for youth who require separation from the general population for up to five days.
  - b. Isolation may be utilized as consequence for Major Rule Violations in order to:
    - i. Stop physical assault upon staff or peers;
    - ii. Keep a youth from harm who is in danger of inflicting harm to himself or others by decreasing exposure to dangerous items and providing observation. A suicidal youth shall not be

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placed into Isolation unless he is a high risk to the general population or must have constant supervision during sleeping hours via surveillance camera.

- iii. Decrease exposure to the general population and increase observation of youth who have escaped or who were apprehended in the process of escaping; or
  - iv. Prevent youth who cause riotous, highly disruptive or assaultive behavior from continually inciting the group.
  - c. Isolation may be utilized if requested by the youth and staff concur that the placement is in the best interest of the youth at that time.
  - d. Youth placed on Isolation shall be afforded living conditions and privileges approximating those available to the general population unless clear and substantial evidence justifies an exception.
  - e. Staff shall make visual checks with the youth at least every 15 minutes, depending on the youth's emotional state. These checks shall be documented on the Unit Room Observation Sheet.
  - f. Release from Isolation may occur based upon the youth's behavior and state of mind. An Administrative Review shall be conducted by the Youth Worker Supervisor or Youth Counselor at 4 hours and reassessed at each shift change, or at least every eight (8) hours, thereafter to continually reassess the youth's readiness for release. When a youth is confined to room for more than 24 hours, authorization shall be obtained from the Facility Superintendent.
  - g. Special instances may occur where highly assaultive youth may require confinement for more than five (5) days. This shall require authorization by the Residential Facilities Administrator.
  - h. Youth on Isolation shall be visited at least once a day by personnel from clinical, administrative, social work, religious or medical units. All interactions with the youth during placement on Isolation shall be documented in the Isolation Log.
10. Formal Charges: The Superintendent may refer youth committing acts of a criminal nature for prosecution.
- E. Forfeit of privilege or privilege suspension, activity suspension, group restriction and isolation shall be documented for inclusion in the youth's Individual Client Record.

## **V. MONITORING MECHANISM**

The Superintendent and Residential Facilities Administrator shall be responsible for monitoring these activities. The Division of Program Services shall conduct, at minimum, annual program audits.